

Professional Development Questionnaire

To be most effective, supervisors are advised to meet one-on-one with their staff to discuss these or any other questions they feel are relevant to their staffs' career goals and interests.

Employee Name: _____ Date: _____

Department: _____

Supervisor Name: _____

1) What are some of your short and long term career goals?

2) What areas/tasks do you enjoy most within your position?

3) What are some tasks you do not enjoy doing as much?

4) In order to help you meet your career goals, are there any areas where you feel you could benefit from additional experience and/or training? What are they?

5) Do you have preferences for how you would like to gain additional training and experience (would you prefer to attend some formal classes, computer-based training (CBT), work directly with other staff on projects, job shadow, etc.?)